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# Getting Started with Moodle

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# Introduction to Moodle

## Lab #1: Editing Course Settings

It is recommended that you leave all settings as default, except as described below:

1. In the *Summary* field, enter a brief description of your course
2. From the *Format* pull-down menu, select **Topics** or **Weekly** format
3. Select the number of weeks or topics included in your course
4. Set the date on which your course starts
5. From the *Show Grades* drop-down menu, select **Yes**. This will provide you with the gradebook function, and allow your students to view their own grades
6. From the *Show Activity Reports* drop-down menu, select **Yes**. This will provide your students access to a statistical summary of their activities in your course
7. From the *Availability* drop-down menu, select **This course is available to students**
8. Click the **Save changes** button

## Lab #2: Post an Announcement

1. On the right side of the screen, under the *Latest News* heading, click the **Add a New Topic** link
2. Type the appropriate information in the *Subject* and *Message* fields. Attach a file if desired
3. Select the **Mail Now** option if you wish to have an e-mail sent to all users involved with the course.
4. Click the **Post to Forum** button

## Lab #3: Post your Syllabus (or upload any file)

1. To add resources (documents, files, etc.) to a class, click the **Turn editing on** link under the *Administration* heading
2. Locate the week/section you wish to add the resource to. At the bottom of the week/section, select **Link to a file or a web site** from the *Add a resource* drop-down menu. This can be used to upload any file (image, slideshow, document, PDF, etc)
3. Type the appropriate information in the *Name* field
4. Type the appropriate information in the *Summary* field (optional)
5. In the *Location* field, click the **Choose or Upload file** button to upload a file
6. If you are uploading a file, a new window will open showing all currently uploaded files. Click

## Introduction to Moodle

the **Upload a file** button

7. Click the **Browse** button to locate the file on your computer
8. Locate the file and click the **Upload this file** button
9. You will be brought back to the page with a list of your resources. The file you just uploaded should be listed here. Click the **Choose** link beside the file you wish to post. This will close the new window and place the filename in the *Location* field
10. By default, when this page is clicked, the text page will open in the same window. To change these settings, there are several options to alter where and how the page is displayed.
11. Use the *Visible* drop-down menu to set the visibility settings for this file for students
12. Click the **Save Changes** button

### Lab #4: Insert a Link to a Web Site

1. Locate the week/section you wish to post a web link to. Select **Link to a file or a web site** from the *Add a resource* drop-down menu. This can be used to post links to web site addresses for your students
2. Type the appropriate information in the *Name* field
3. Type the appropriate information in the *Summary* field (optional)
4. Type the web page address in the *Location* field
5. Use the *Visible* drop-down menu to set the visibility settings for this web site for students
6. Click the **Save Changes** button

### Lab #5: Post an Online Assignment

1. Locate the week/section you wish to post an assignment to. Select from the options below from the *Add an activity* drop-down menu.
  - a. Assignments
    - i. **Advanced uploading of files** - This option allows students to upload multiple files to the instructor to complete an assignment that you have created
    - ii. **Online text** – This option allows students to complete assignments by typing in the full assignment text in a text box, rather than uploading a Word document or other file with their completed assignment
    - iii. **Single file upload** – This option allows students to upload a single file to the

## Introduction to Moodle

instructor to complete an assignment that you have posted

2. For each of these options, you must fill out the *Name* and *Summary* fields, assign a point value, designate availability date, due dates, etc. as needed
3. Click the **Save Changes** button

### Lab #6: Create a Discussion Forum

1. Locate the week/section you wish to post an assignment to. Select **Forum** from the *Add an activity* drop-down menu
2. Type the appropriate information in the *Name* field
3. Select the appropriate forum type from the *Forum type* field. The following is taken from Moodle's help guide:
  - a. **A single simple discussion** - is just a single topic, all on one page. Useful for short, focused discussions
  - b. **Standard forum for general use** - is an open forum where anyone can start a new topic at any time. This is the best general-purpose forum
  - c. **Each person posts one discussion** - Each person can post exactly one new discussion topic (everyone can reply to them though). This is useful when you want each student to start a discussion about, say, their reflections on the week's topic, and everyone else responds to these
  - d. **Q And A Forum** - The Q & A forum requires students to post their perspectives before viewing other students' postings. After the initial posting, students can view and respond to others' postings. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking
4. Type the appropriate information in the *Forum Introduction* field (summarizing what the discussion will be about)
5. Select other options as desired. This can include grading, limiting the frequency of posting, and visibility
6. Click the **Save Changes** button